

**Travel and Shipping Entitlements
Pamphlet
for Civilian Employees**

(with Request Form NIH 2028)

Department of Health and Human Services
Public Health Service
National Institutes of Health

Revised February 1991

Preface

This pamphlet has been developed with the specific purpose of providing additional information for the traveler to understand and comply with administrative requirements necessary for the shipment of personal goods and effects. In many instances, Government publications are limited to policy and instructions for internal use only, with little or no provision for the customer's information or use. In such cases, prospective customers, in completing applications for service have frequently entered erroneous information or omitted parts of their application which resulted in repetitive communication to acquire necessary data. This publication is being provided to fill the void.

This pamphlet provides information on procedures and guidelines to entitlements incident to travel, shipment of household goods, storage, temporary quarters, etc., in connection with employment at the National Institutes of Health as a civilian employee. It is based upon Appendix B of the Federal Travel Regulations (DHHS Travel Manual) and Chapter 302 of the Federal Regulations (issued by the General Services Administration) as set forth in the code of Federal Regulations, Title 41, 5 U.S.C. 5701-5709.

All situations involving travel and shipment of household goods cannot be anticipated; therefore, questions for which answers cannot be found in this pamphlet may be referred to the Central Travel Section, NIH on telephone (301) 496-1595.

Special thanks for assistance in compiling this pamphlet go to principal coordinators Mrs. Blondell Blassingame, Mrs. Helen Donovan and Mrs. Florence Howard, Travel and Administrative Services Branch, DTS, ORS; and for review and comments to Operations Accounting Branch, DFM.

Our hopes are that the information it contains will answer those questions you may have, and more.

Mrs. E. Jean Myers
Chief, Travel and Administrative Services Branch, DTS, ORS
9000 Rockville Pike
Bethesda, Maryland 20892

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1. General Information

Employee travel and shipment entitlements are determined by the move situation and/or type of appointment in which the individual enters Federal Service as a civilian employee. This pamphlet provides the maximum entitlements under each category. Please be advised that the actual entitlements allowed to you are determined on an individual basis and are authorized within established limits by the Institute, Center, or Division (ICD) hiring you. Therefore, your authorized entitlements could vary from the entitlements discussed under the category which applies to your situation.

Upon appointment, and after signing an agreement (Form HHS 355) to remain in Government service for at least one year; and, in some cases, after signing an Intergovernmental Personnel Act Agreement, travel orders are issued authorizing travel and shipment of household goods. ***Do not*** incur any expenses for travel or ship household goods on the basis of your employment before you receive travel orders or verbal confirmation that travel orders have been issued. These expenses are authorized by the Government only on the issuance of your official travel orders. The NIH Operations Accounting Branch, Division of Financial Management, advises that expenses incurred without approval will not be reimbursed to you or paid by the Government on your behalf.

Most of the entitlements will be discussed in greater detail in the following pages. Some entitlements not frequently used will be listed in Part 11 (Movement Situations and Maximum Entitlements) for each type of situation. Where your information needs go beyond these provisions, please contact the NIH Central Travel Office or the Personnel Office of the Institute hiring you. After reviewing this pamphlet, you are requested to complete Form NIH 2028 (enclosed) and return it to your Personnel Officer. Form NIH 2028 is to be completed and returned in a timely manner which will allow the Personnel Specialist handling your case sufficient time to finalize and forward it to the NIH Central Travel Office, which requires ***30 days prior to date of travel*** to process and provide your travel order. Your cooperation in this regard is necessary and will be appreciated.

2. Definition of Household Goods

The term ***household goods*** includes household furnishings, equipment, appliances, furniture, clothing, books, and personal property which can be transported legally in interstate commerce and which belong to the employee or members of his/her immediate family. The employee may not ship as household goods any property which is for resale or disposal rather than for use by the employee or his/her family, nor such items as automobiles, airplanes, boats, birds, pets, wines, liquor, cordwood, or property belonging to any person other than the employee or his/her immediate family.

3. Prescribed Household Goods Allowance

18,000 pounds

Note: When household goods are shipped uncrated as in a household mover's van or similar conveyance, the net weight will be that shown on the Bill of Lading or the weight tickets attached. The net weight will not include the weight of the crating material, but will be computed at sixty percent of the gross weight. You can estimate the net weight of your shipment by allowing 1,000 to 1,500 pounds per major room to be shipped.

Caution: If your shipment is in excess of your weight allowance, you are liable for excess costs. **Do not pay the carrier.** If the estimated weight of your shipment exceeds the allowance of 18,000 pounds, contact the NIH Shipping Office on telephone number (301) 496-1595 to make arrangements to write a check as a deposit to cover the excess cost. The NIH Operations Accounting Branch will bill you for any additional cost after the transportation has been accomplished and the Government has established its liability.

4. Method of Shipment of Household Goods

Do not contract with a carrier for shipment of your household goods.

The Central Travel Section of the National Institutes of Health is responsible for booking your move through the Interagency Centralized Household Goods Program (applicable for all Federal civil agencies) and preparing the Government Bill of Lading to be used for your shipment.

Caution: The Operations Accounting Branch, Division of Financial Management, advises that should you personally arrange for shipment of your household goods, the Government may refuse payment to the carrier on your behalf or reimbursement to you for any expenses you may have incurred.

5. Storage Privileges Available

If it is determined that temporary storage of your household goods will be necessary, you are entitled to such storage for up to 90 days at Government expense. Upon the employee's written request, the initial 90 day period may be extended an additional period not to exceed 90 days, under certain circumstances, if approved by the authorizing official. *Weight of the household goods stored combined with the weight shipped may not exceed the authorized maximum weight allowance of 18,000 pounds.*

Under certain types of assignments (e.g., overseas transfer, or when Government quarters are furnished), all or a portion of your household goods may be placed in non-temporary storage for the duration of the assignment, in lieu of shipment.

6. Temporary Quarters

Under certain types of movement situations (e.g., permanent change of station within the contiguous states/transfer and IPA Agreement) temporary quarters are authorized for the employee and his/her family at Government expense not to exceed sixty (60) days. Under certain circumstances, an additional period not to exceed an additional sixty (60) days may be authorized.

Note: *Either* temporary quarters or a house-hunting trip entitlement are authorized to an employee in conjunction with a permanent change of station movement, *not both*.

7. Residence Transactions

Employees directed to make a permanent change of station move within the fifty states, District of Columbia, and the territories and possessions of the United States, may be authorized assistance from NIH in the selling of their residence and the purchasing of a new home at the new duty station based

on a percentage of the selling and purchasing price. To qualify for reimbursement of selling expenses, a home must be sold at the old official station. The home must have been the employee's residence at the time the employee was first definitely informed by the authorizing official of transfer to the new official station. To qualify for reimbursement of buying expenses, a new home must be purchased at the new official station. Settlement dates for the sale and purchase or lease termination transaction for which reimbursement is requested may not be later than two years after the date that the employee reported for duty at the new official station.

8. Travel Transportation

An employee directed to travel may elect to receive a monetary allowance for personal privately-owned vehicle travel (mileage basis) or travel by commercial carrier (ticket provided by use of a Government Transportation Request).

Note Passenger coupons and receipts for all transportation must be kept for accounting and reimbursement purposes, particularly for taxi fares of more than \$25.00.

9. Per Diem

A monetary allowance over and above cost of travel is provided for the employee to help cover the cost of lodgings and meals while in travel status. This allowance is limited by the actual time required for travel.

10. Insurance

In the event the entire shipment is destroyed, the Carrier's (moving company) responsibility is \$1.25 times the weight of the entire shipment. If an item is destroyed, the carrier's responsibility would be a depreciated value of that item. For example, if a lamp is destroyed, and the moving company can not repair it, the employee would be paid the depreciated value regardless of the value to the owner. It is advisable to obtain additional insurance coverage beyond the Government coverage. If additional insurance is desired, please contact the NIH Shipping Office on (301) 496-1595 to make arrangements for the payment prior to the shipment.

Important: Insurance value must be written on the Government Bill of Lading before it is released to the carrier.

11. Movement Situations and Maximum Entitlements

1. *First Official Station Travel*--a recruited employee with no previous Federal employment or a former Federal employee with a break in service:
 - a. travel and transportation and per diem for employee.
 - b. travel and transportation for dependents, no per diem.
 - c. transportation of household goods within appropriate weight allowance.
 - d. temporary storage of household goods, if necessary.
2. *First Official Station Travel to Overseas Official Station*--when an employee is assigned to an

overseas station as his/her first duty station:

- a. travel and transportation and per diem for employee.
 - b. travel and transportation for dependents, no per diem.
 - c. transportation of household goods.
 - d. temporary storage on shipped household goods and non-temporary storage for household goods remaining in the United States.
3. *Permanent Change of Station Within the Continental United States*--normally when an employee is directed by his/her Institute to move from one duty station to another or when an employee is transferred from one Department/Agency to the NIH:
- a. travel and transportation and per diem for employee.
 - b. travel and transportation for dependents and per diem.
 - c. house hunting trip with transportation and per diem for employee and/or spouse.
 - d. temporary quarters if necessary (or in lieu of house hunting trip).
 - e. residence transactions in selling and purchasing new home.
 - f. transportation of household goods.
 - g. temporary storage of household goods, if required.
 - h. miscellaneous expense allowance.
4. *Permanent Change of Station from Overseas to the United States* when employee has completed overseas assignment and is returning to his/her permanent duty post in the United States:
- a. travel and transportation and per diem for employee.
 - b. travel and transportation and per diem for dependents.
 - c. temporary quarters and subsistence expenses.
 - d. miscellaneous expenses allowance.
 - e. transportation of household goods and temporary storage.
5. *Permanent Change of Station from the United States to Overseas Duty Station*--used most frequently when employee is assigned to an overseas work-study program for at least one year:
- a. travel and transportation and per diem for employee.
 - b. travel and transportation and per diem for dependents.
 - c. miscellaneous expenses allowance.
 - d. transportation of household goods and temporary storage of household goods shipped.
 - e. non-temporary storage of household goods not shipped to overseas duty station.
6. *Permanent Change of Station Between Overseas Official Posts*--seldom used and entitlements should be checked with the Central Travel Office on an individual basis.
7. *Renewal Agreement Travel*--when employee is stationed overseas on a permanent change of station and is entitled to come back to the United States on leave purposes with the understanding that he/she will return to the overseas station at the end of leave:
- a. travel and transportation and per diem for employee.
 - b. travel and transportation for dependents, no per diem.

8. *Return from Overseas Station to Place of Actual Residence for Separation*--when an employee who is stationed overseas is eligible for retirement for reasons of tenure or medical:

- a. travel and transportation and per diem for employee.
- b. travel and transportation for dependents, no per diem.
- c. transportation of household goods and temporary storage, if required.

Other:

9. *IPA (Intergovernmental Personnel Act of 1970)*--recruited employee from an Institution of higher education or from Federal, State, or local Government, or Federal employee to the aforementioned, who signs an agreement to work for at least one year, not to exceed two years, and return at the end of the assignment to his/her original duty:

- a. travel and transportation and per diem to and from assignment location of employee.
- b. travel and transportation and per diem to and from assignment location for dependents.
- c. transportation of household goods to and from assignment location.
- d. temporary quarters subsistence expenses at the assignment location and on return to his/her former post duty.
- e. temporary storage at assignment location, if required.
- f. non-temporary storage if assigned to an isolated post of duty.

10. *Expert and Consultant Appointments:*

- a. travel and transportation and per diem to and from assignment location for employee.
- b. travel and transportation and per diem to and from assignment location for dependents.
- c. transportation of household goods to and from assignment location.
- d. temporary quarters subsistence expenses at the assignment location for employee and dependents.
- e. temporary storage of household goods at assignment location, if required.
- f. non-temporary storage if assigned to an isolated post of duty.

11. *Medical Staff Fellows*--(formerly entered Federal service as a U.S. Public Health Service Commissioned Corps Officer and designated as Clinical Associate) travel to first official duty station:

- a. travel and transportation and per diem for employee.
- b. travel and transportation of household goods and temporary storage, if required.

12. *Biotechnology Fellows:*

- a. travel and transportation and per diem for employee.
- b. travel and transportation of household goods and temporary storage, if required. (*Limited to a maximum of \$2,500.*)

13. *Cancer Prevention Fellows:*

- a. travel and transportation and per diem for employee.

- b. travel and transportation of household goods and temporary storage, if required. (*Limited to a maximum of \$2,500.*)

Note For all Fellows, appointments beginning on or after July 1, 1989, upon departure from NIH, there will be *no* entitlements for reimbursement for travel and transportation and per diem for employee or travel and transportation of household goods and temporary storage.

14. Senior Executive Service:

- a. travel and transportation for employee to first official duty station.

15. Presidential Appointees:

- a. travel and transportation for employee to first official duty station.

Note The attached Form NIH 2028 (Request for Permanent Change of Station Orders -- Civilian Personnel), is very important as it provides all information necessary to process your travel order. Please complete all items accurately, detach from the pamphlet and return to your Personnel Officer promptly.

Request for Permanent Change of Station Orders <i>Civilian Personnel</i>	ICD	<input type="checkbox"/> Original Request <input type="checkbox"/> Amendment <input type="checkbox"/> Cancellation
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1. PERSONAL DATA	
NAME (Last, first, initial)	PRESENT ADDRESS
SOCIAL SECURITY NO.	
HOME PHONE NO.	
OFFICE PHONE NO.	MAILING ADDRESS (include zip code)

2. MOVEMENT SITUATION (check applicable box)	
<input type="checkbox"/> First official station travel - C.S.C. designated manpower shortage category appointees, and student trainees within the 50 states and D.C.	<input type="checkbox"/> the 48 contiguous states and D.C. to overseas official stations.
<input type="checkbox"/> First official station travel to overseas official station.	<input type="checkbox"/> Permanent change of station between overseas official stations.
<input type="checkbox"/> Permanent change of station between official stations within the 48 contiguous states and D.C.	<input type="checkbox"/> Renewal agreement travel (round trip between overseas tours of duty for leave purposes).
<input type="checkbox"/> Permanent change of station from overseas official stations to official stations in the 48 contiguous states and D.C.	<input type="checkbox"/> Return from overseas official station to place of actual residence for separation.
<input type="checkbox"/> Permanent change of station from official stations in	<input type="checkbox"/> Other (IPA, Expert, Medical Staff Fellow, etc.)

3. ENTITLEMENTS DATA	Change of station allowances for travel and Per Diem for employee and dependents, shipment of goods, residence transactions and other personal expenses will be authorized in accordance with DHHS policy and Federal Travel Regulations.
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A. Dependent Travel

- | | |
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| 1. List the following:
(Attach separate sheet if more space is needed.) | <ul style="list-style-type: none">• Spouse.• Children (including stepchildren and adopted children)<ul style="list-style-type: none">- unmarried and under 21 or- physically or mentally incapable of self-support regardless of age (attach explanation).• Dependent parents (employee's and/or spouse's). |
|--|--|

NAME	RELATIONSHIP	DATE OF BIRTH

2. MODE OF TRAVEL	EMPLOYEE'S DATE OF DEPARTURE	NO. OF DEPENDENTS	DATE OF DEPARTURE
a. Privately-owned auto no. 1			
b. Privately-owned auto no. 2			
c. Air			
d. <input type="checkbox"/> Other (check one) <input type="checkbox"/> Sea <input type="checkbox"/> Rail <input type="checkbox"/> Motor home			

B. Points of Travel

1. FROM (city, county, state)		2. TO (city, county, state)	
3. TEMPORARY QUARTERS? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES: <input type="checkbox"/> Employee only <input type="checkbox"/> Employee and dependents	IF YES, NUMBER OF DAYS	4. EXCESS BAGGAGE ABOVE FREE ALLOWANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO

C. Shipment of Household Goods and Personal Effects

1. FROM (street address, city, county, state) <input type="checkbox"/> House <input type="checkbox"/> Apt. with elevator <input type="checkbox"/> Apt. without elevator		2. TO (street address, city, county, state) <input type="checkbox"/> House <input type="checkbox"/> Apt. with elevator <input type="checkbox"/> Apt. without elevator	
3. NO. OF ROOMS OF GOODS TO BE SHIPPED	4. ESTIMATED WEIGHT	5. PICKUP DATE (from)	6. DELIVERY DATE (to)
7. TEMPORARY STORAGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	8. NO. OF DAYS (not to exceed 90)	9. NON-TEMPORARY STORAGE (generally limited to overseas or isolated assignments) <input type="checkbox"/> YES <input type="checkbox"/> NO	
10. EMPLOYEE'S ADDRESS WHILE GOODS ARE IN TRANSIT			11. PHONE NO. (with area code)
12. PERSON/AGENT TO RECEIVE GOODS			13. PHONE NO. (with area code)
I certify that I have read the NIH Travel and Shipping Entitlements Pamphlet and understand my entitlements. I certify that I will pay all excess costs incurred as a result of this shipment. (This agreement will not prejudice my right to appeal such costs after payment is made.)		SIGNATURE OF APPLICANT	
		DATE	

D. Residence Transactions

1. IS A HOUSE HUNTING TRIP NEEDED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF ANSWER IS "YES": <input type="checkbox"/> Employee only <input type="checkbox"/> Employee & spouse <input type="checkbox"/> Spouse only	MODE OF TRANSPORTATION <input type="checkbox"/> Privately owned auto <input type="checkbox"/> Air <input type="checkbox"/> Motor home <input type="checkbox"/> Rail <input type="checkbox"/> Ship	PERIOD OF TIME ALLOWED (Not to exceed 6 calendar days, including travel time)
If a round trip at Government expense to locate permanent residence quarters is to be allowed, attach an explanation of why the trip is necessary. If the employee has been on temporary duty at the new station during the past 30 days, include in the explanation the reasons why this period of temporary duty did not provide sufficient opportunity to locate		permanent residence quarters. If subsistence expenses for temporary quarters are also required (Item 2 below), explain why both a house hunting trip and quarters are necessary in order to move into permanent residence quarters.	
2. TEMPORARY QUARTERS? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF ANSWER IS "YES": <input type="checkbox"/> Employee only <input type="checkbox"/> Employee and dependents		NUMBER OF DAYS
3. CAN RENTAL RESIDENCE AT OLD STATION BE SUBLET? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> n/a	PENALTY FOR TERMINATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	PENALTY FEE \$	NAME OF RENTAL LEASE AT OLD DUTY STATION
4. SALE OF RESIDENCE AT OLD DUTY STATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	ESTIMATED SELLING PRICE \$		ESTIMATED BROKERAGE FEE (average for location)
5. PURCHASE OF NEW RESIDENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO	ESTIMATED PURCHASE PRICE \$		

4. ADVANCE OF FUNDS

DO YOU DESIRE ADVANCE TRAVEL FUNDS? <input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes", complete and attach Standard Form 1038 to this application.)	SEND ADVANCE OF FUNDS TO THIS ADDRESS
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ADDITIONAL COMMENTS

5. FOR ICD USE ONLY

FUNDS AVAILABLE: Signature	Title	Date
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6. FOR PERSONNEL OFFICE USE ONLY

Please prepare and authorize PCS travel orders in accordance with the information on this form.

The transfer of this individual is made in the interest of the Department of Health and Human Services and is not primarily for the benefit or convenience of the employee, nor at his/her request.

SIGNATURE OF PERSONNEL OFFICER	ICD	DATE	
COMMON ACCOUNT NO. TO BE CHARGED	JOURNAL ACTION NO. (SF-50)	DATE HHS 355 SIGNED	
REFER QUESTIONS TO	PHONE NO.	ATTACHMENTS: <input type="checkbox"/> Signed Form SF 1038 (if applicable) <input type="checkbox"/> SF 50 <input type="checkbox"/> HHS 355	
NAME OF HIRING OFFICIAL	TITLE	BLDG. AND ROOM	PHONE NO.
		-	

7. CENTRAL TRAVEL OFFICE USE ONLY

TRANSPORTATION CO.		LOCAL AGENT
NAME OF AGENT FOR CONTACT		DATE CONTACTED
GBL NO.	PICK-UP DATE	EXCESS WEIGHT
COST	PAYMENT RECEIVED <input type="checkbox"/> YES	TRAVEL ORDER NO.
DATE OF TRAVEL ORDER	PREVIOUS SHIPMENT UNDER THIS ORDER? <input type="checkbox"/> YES	GBL NO.
REMARKS		